

STATE CHARTER SCHOOLS BOARD MEMBER GOVERNANCE TRAINING CHECKLIST



State charter board members who do not wish to attend the SCSC governance training may fulfill their annual governance training obligation by receiving training through one or more [approved providers](#) on the following topics. Please see the [Governance Training Guidance Page](#) for more information on alternate training.

Training Hour and Topic Requirements:

Governing board members **MUST** receive a total of **12 hours** of governance training per fiscal year.

- a. A minimum of three of the 12 hours **MUST** be regarding sound fiscal management and monitoring the implementation of the school’s budget in accordance with state law and regulations; and
- b. **ONE HOUR MINIMUM** of training in **each** of the following topic areas:
 - i. best practices on school governance;
 - ii. academic accountability for state charter schools; AND
 - iii. legal requirements of state charter schools (this must include at least one hour of Open Meetings Act and Open Records Act requirements).
- c. The remaining hours must cover the four topic areas identified above.

Partial Attendance at SCSC Governance Training:

If a governing board member attends some but not all of one of the SCSC’s Governance Training sessions, they will need to complete their remaining training hours through an alternate provider. Board members who utilize this option should ensure that they are still completing all the required topic areas listed above using their SCSC-provided training hours and their alternate training hours.

The chart below explains the credit categories and training hours received for each session at the SCSC’s governance training.

Session Name	Hours	Credit Category
General Session: Transparency and Ethics for State Charter Schools	1	Legal Requirements of State Charter Schools
General Session: The Governing Board's Role in Financial Oversight	1	Finance
“Should I Stay or Should I Grow Now?”: Planning for Facility Growth	2	Best Practices on School Governance
Academic Accountability Updates	2	Academic Accountability
Budget Calendar and Financial Cycles	2	Finance
Budget Workshop	2	Finance
Civil Rights: Students	2	Legal Requirements of State Charter Schools
Communications and Website Compliance	2	Best Practices on School Governance
Considerations for High School	2	Academic Accountability
Contracting Best Practices	2	Legal Requirements of State Charter Schools
Enrollment and School Funding	2	Finance
Envisioning the Future – Strategic Planning 101	2	Best Practices on School Governance
Family and Stakeholder Engagement	2	Best Practices on School Governance
Fundraising 101 for Governing Boards	2	Finance
How to Plan for and Have Effective Board Meetings	2	Best Practices on School Governance
Inclusive Education 101	2	Legal Requirements of State Charter Schools
Introducing Unified Enrollment Systems	2	Finance OR Legal Requirements of State Charter Schools
Leader and Governance Roles and Responsibilities	2	Best Practices on School Governance
Monitoring and Legal Obligations	2	Legal Requirements of State Charter Schools
Open Meetings 201	2	Best Practices on School Governance
Tracking Academic Success Through Expansion	2	Academic Accountability